



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: State Board of Therapeutic Massage
Sub-Section:

TITLE: Applications - That were revoked or surrendered

CUTOFF:

DESCRIPTION: Applications - That were revoked or surrendered

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13561

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Applications - That were withdrawn, denied, incomplete or failed to meet requirements

CUTOFF:

DESCRIPTION: Applications - That were withdrawn, denied, incomplete or failed to meet requirements. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13560

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Complaint Files

CUTOFF:

DESCRIPTION: Complaint Files

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13562

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: State Board of Therapeutic Massage
Sub-Section:

TITLE: Original Applications

CUTOFF:

DESCRIPTION: Original Applications - Contains education and training qualifications required for licensure in the State of Missouri

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13558

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Receipt Files

CUTOFF:

DESCRIPTION: Receipt Files - Record of fees received for licenses. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13563

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Renewal Applications

CUTOFF:

DESCRIPTION: Renewal Applications. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13559

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001
